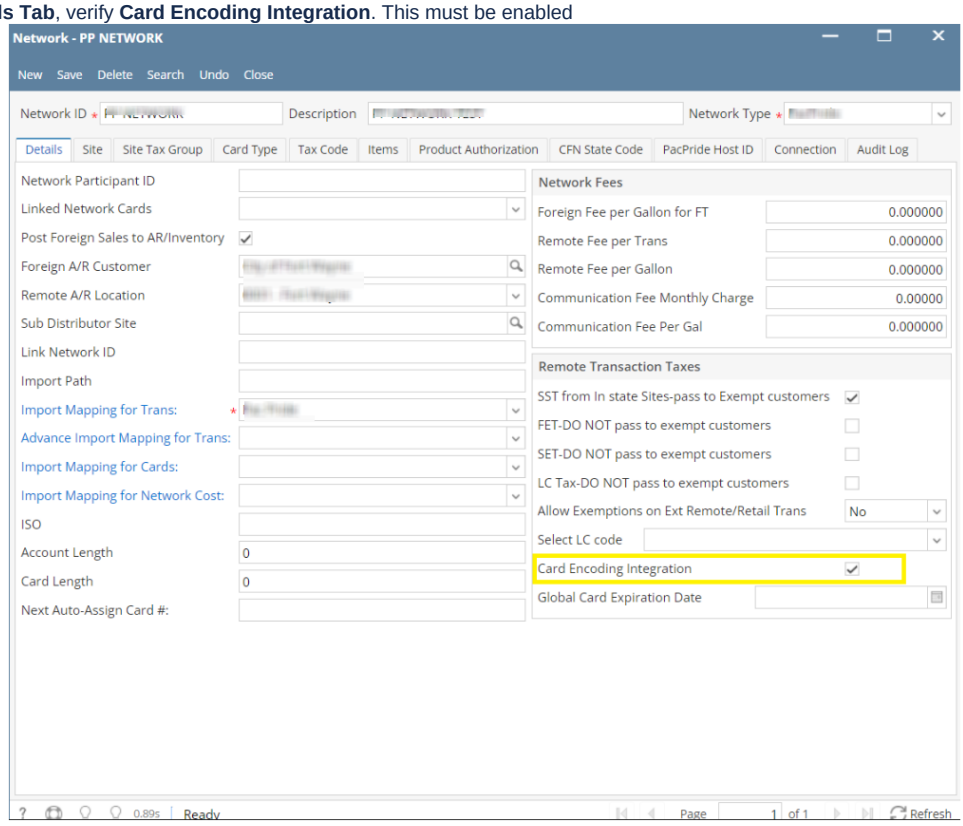
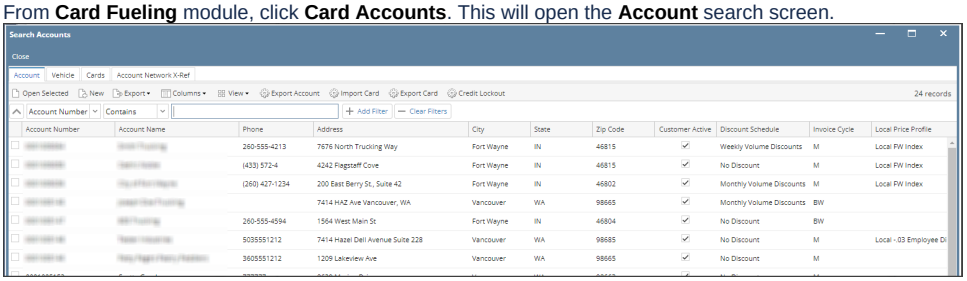
How to Encode Cards

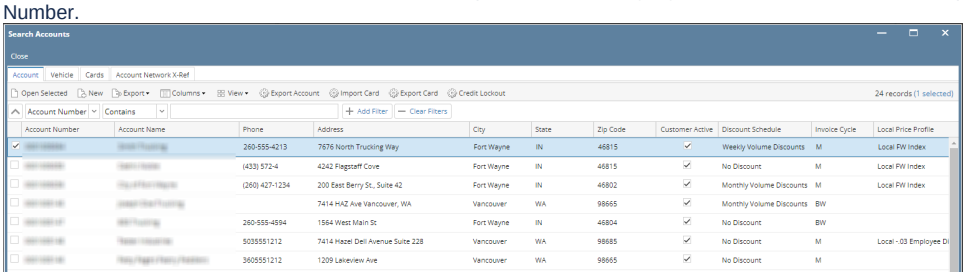
1. Prior to the process, verify this setup first.
    a. From **Card Fueling**, click **Setup.** Then Select and Open target **Network**.
    b. In **Details Tab**, verify **Card Encoding Integration**. This must be enabled



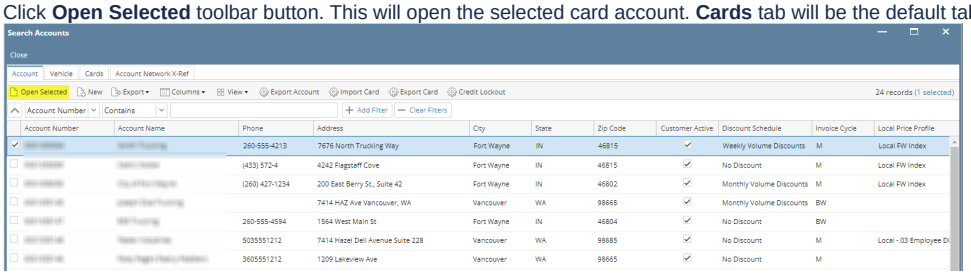
2. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.

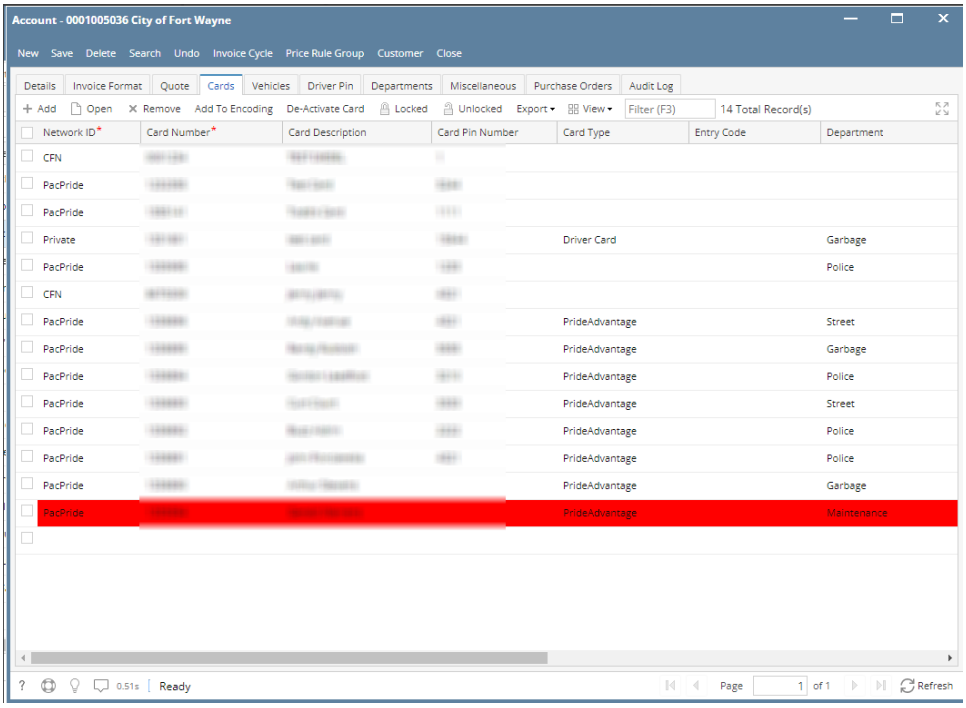


3. In **Account** search screen, select the account to be opened. This will highlight the row and check the corresponding checkbox before the Account Number.

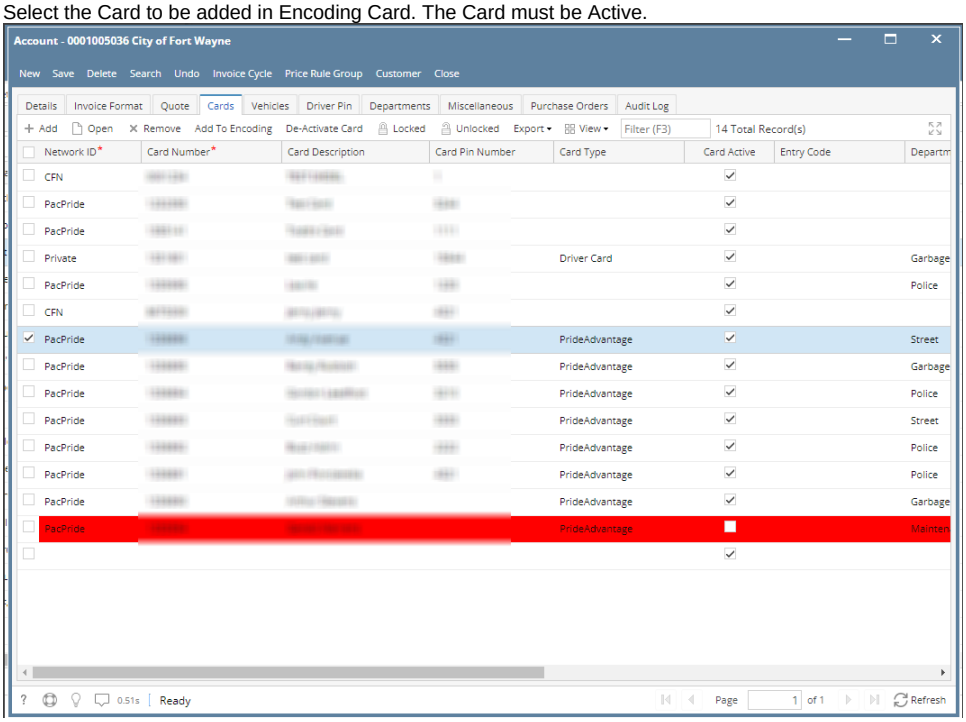


4. Click **Open Selected** toolbar button. This will open the selected card account. **Cards** tab will be the default tab.

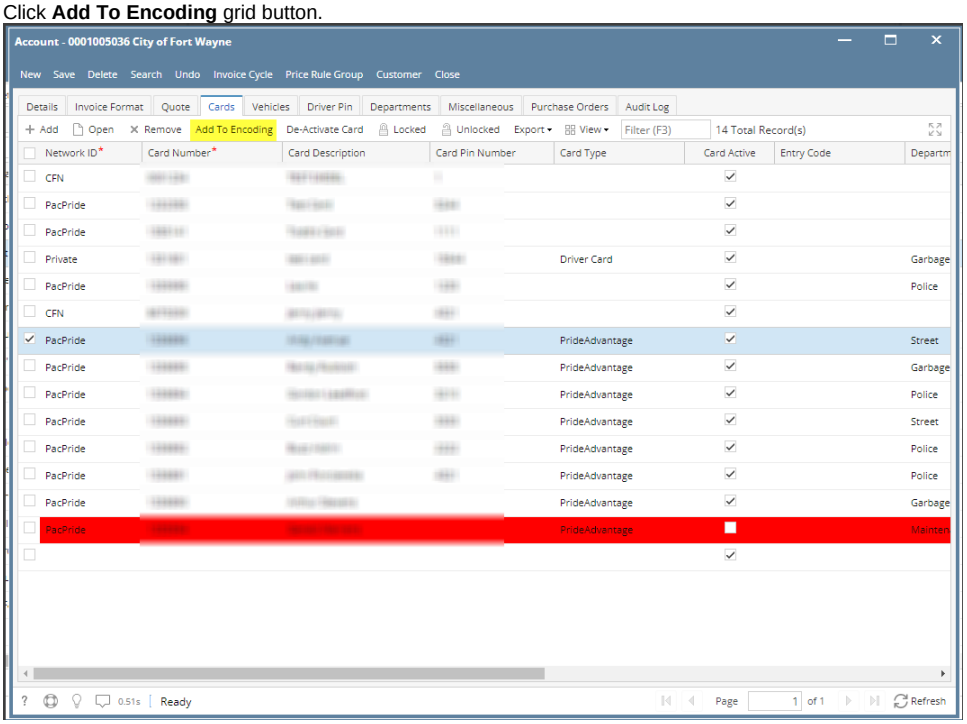




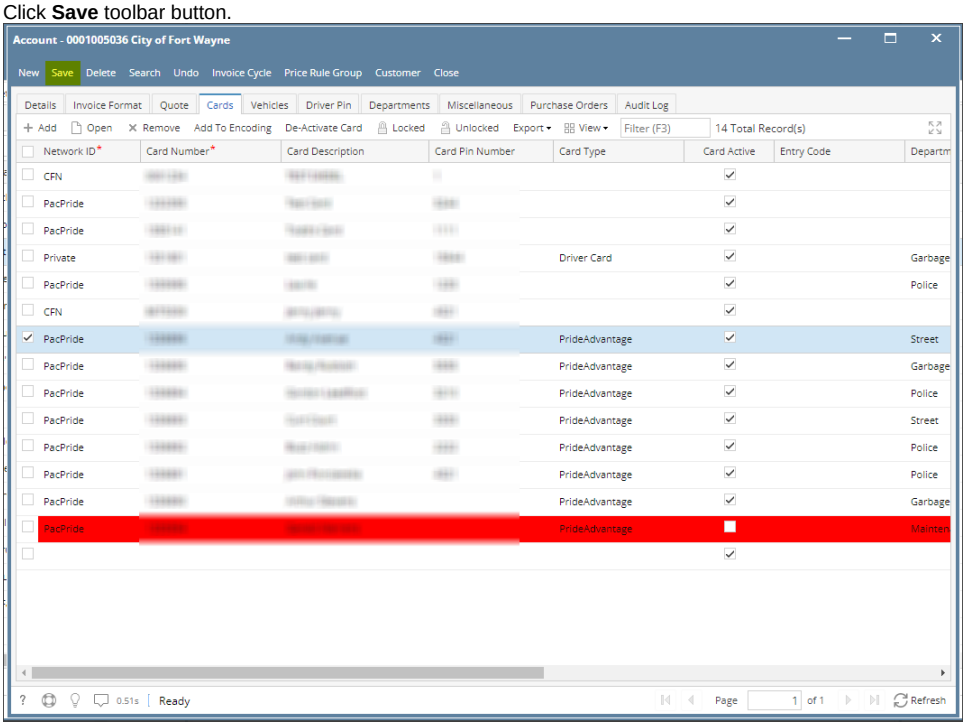
5. Select the Card to be added in Encoding Card. The Card must be Active.



6. Click **Add To Encoding** grid button.

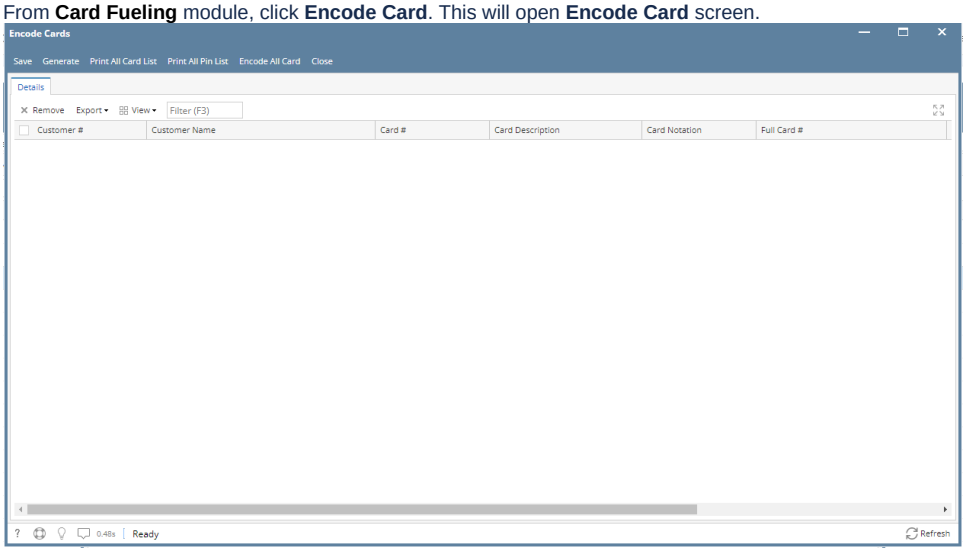


7. Click **Save** toolbar button.

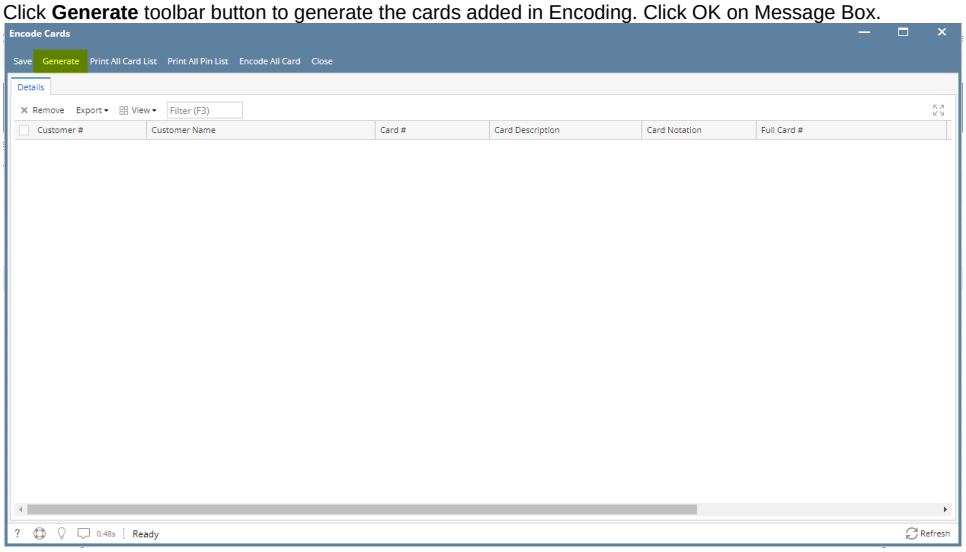


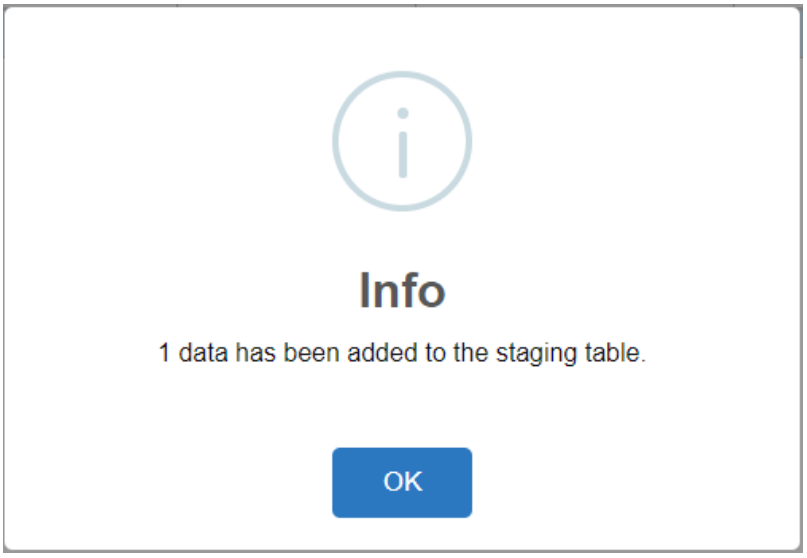
Verify Encode Card

1. From **Card Fueling** module, click **Encode Card**. This will open **Encode Card** screen.

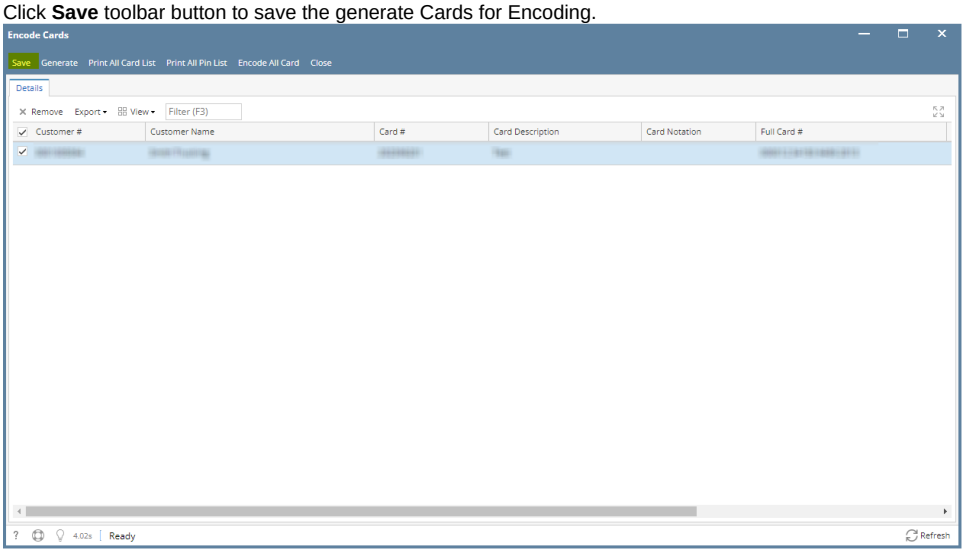


2. Click **Generate** toolbar button to generate the cards added in Encoding. Click OK on Message Box.

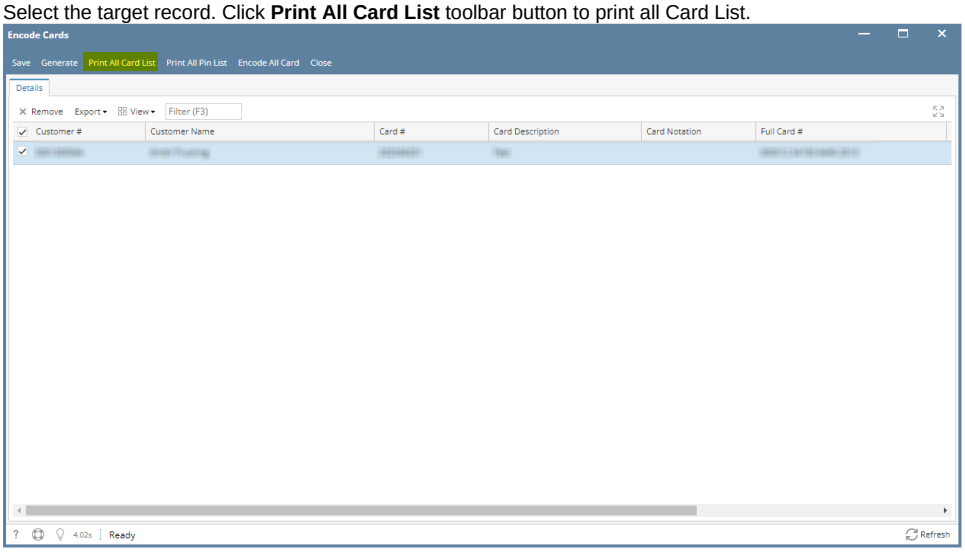


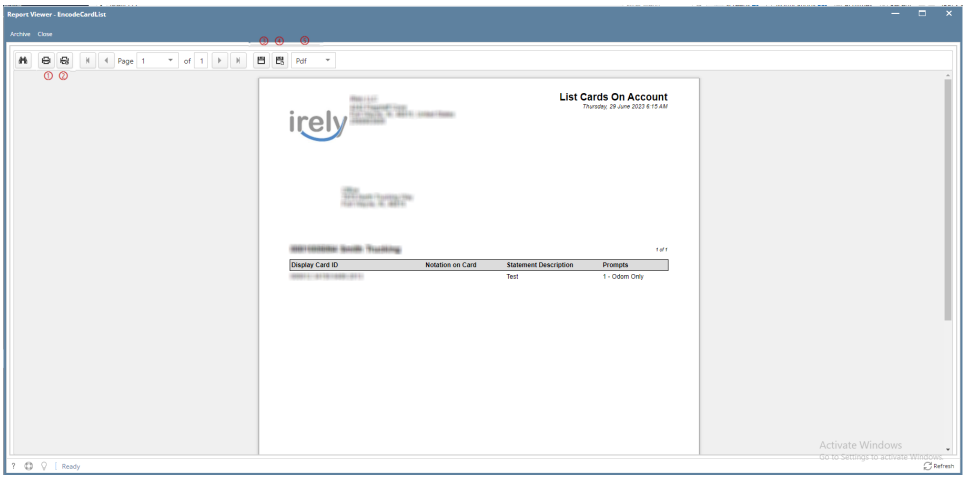


3. Click **Save** toolbar button to save the generate Cards for Encoding.



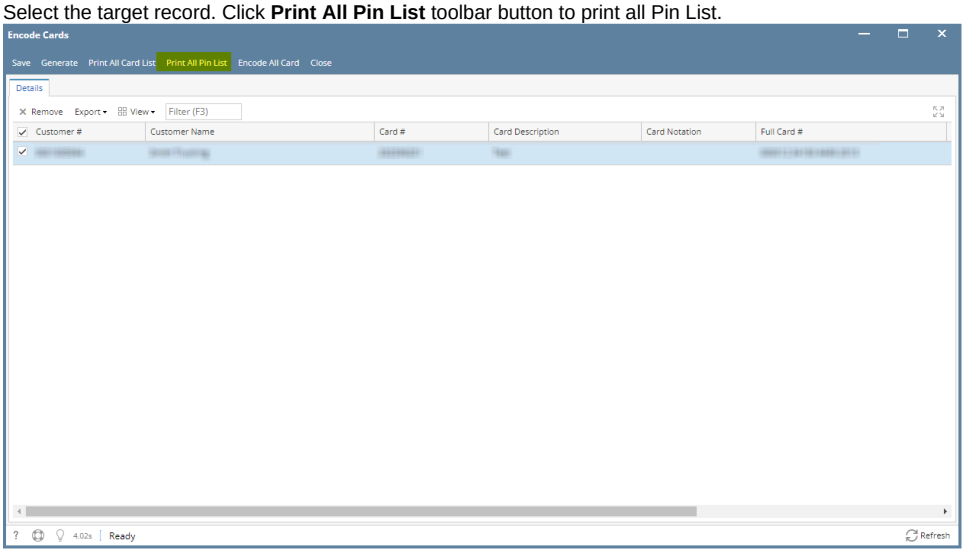
4. Select the target record. Click **Print All Card List** toolbar button to print all Card List.

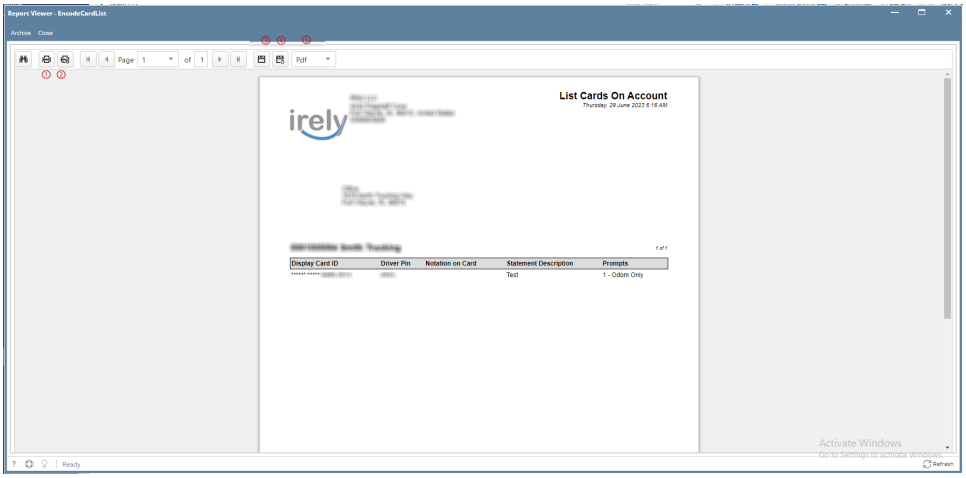




On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

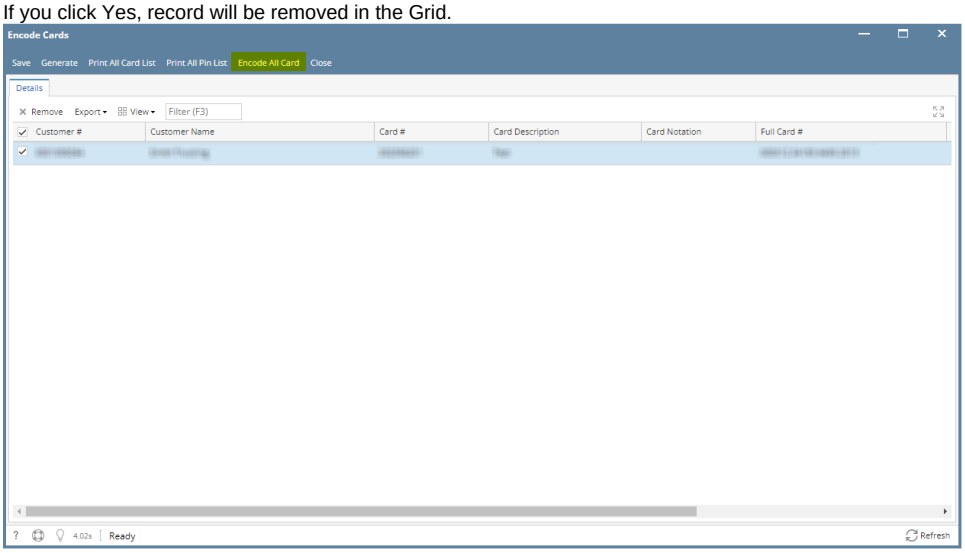
5. Select the target record. Click **Print All Pin List** toolbar button to print all Pin List.

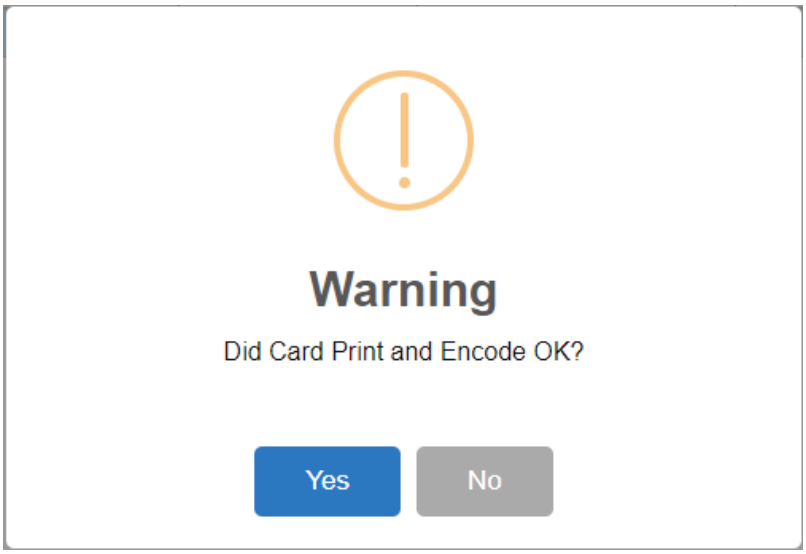


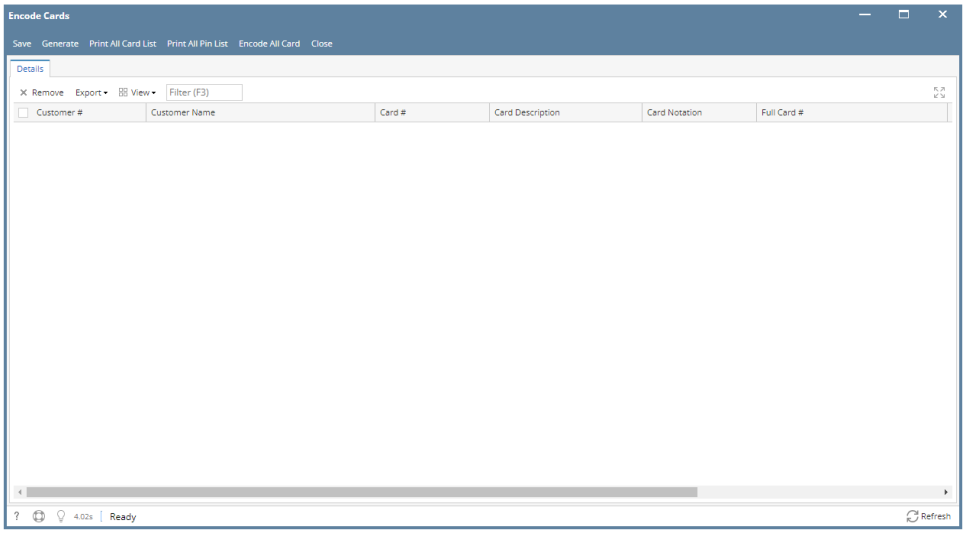


On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

6. Select the target record. Click **Encode All Card** toolbar button to encode all Cards. Click Yes on the Message Box if you want to continue the encoding. Else, No.
   If you click Yes, record will be removed in the Grid.




Warning
Did Card Print and Encode OK?
Yes
No


Encode Cards
Save
Generate
Print All Card List
Print All Pin List
Encode All Card
Close
Details
Remove
Export
View
Filter (F3)
Customer #
Customer Name
Card #
Card Description
Card Notation
Full Card #
4.02s
Ready
Refresh